

Request for Proposals Part A



King County

Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY Relay: 711

Advertised Date: April 13, 2006

RFP Title: **THIN CLIENT WORKSTATIONS AND ASSOCIATED HARDWARE,
SOFTWARE AND SUPPORT SERVICES**

RFP Number: **06-031MYP**

Due Date: **May 11, 2006 – 2:00 P.M.**

Buyer: Michelle Poste, michelle.poste@metrokc.gov 206-263-4273

We acknowledge that **Addenda numbered** _____ **to** _____ have been delivered to us and have been examined as part of the Contract documents.

Pre-proposal Conference:

A pre-proposal conference to discuss questions related to this RFP shall be held at King Street Center, Rainier Conference Room, 8th floor, 201 S. Jackson St., Seattle, WA 98104 on **Friday, April 28th 2006 at 9:00 a.m.**

Proposals are hereby solicited and will **ONLY** be received by:

**King County Procurement Services Section
Exchange Building, 8th Floor
M/S EXE-ES-0871
821 Second Avenue
Seattle, WA 98104-1598**

Office Hours: 8:00 a.m. - 5:00 p.m.
Monday – Friday

Note: This RFP consists of Three Parts:

Part A – Instructions and Information about the RFP Process

Part B – The Contract King County intends to enter into a contract with the selected Proposer.

Part C – Technical Specifications and Exhibits

Company Name

Address

City / State / Postal Code

Signature

Authorized Representative / Title

Email

Phone

Fax

Delivery guaranteed: ☐ Yes ☐ No

Days after order:

Prompt Payment Discount Terms:

%- Days, Net

Prime Proposer SEDB / DBE Certification number (if applicable - see [Section 2-3](#))

This Request for Proposal will be provided in alternative formats such as Braille, large print, audio cassette or computer disk for individuals with disabilities upon request.

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Proposal Submittal Label

DEFINITION OF WORDS AND TERMS APPLICABLE ONLY TO PART A THE RFP

Words and terms applicable to the Contract are defined in Part B

Words and terms shall be given their ordinary and usual meanings. Where used in the Contract documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Addendum/Addenda: Written additions, deletions, clarification, interpretations, modifications or corrections to the solicitation documents issued by the County during the Proposal period and prior to contract award.

Best and Final Offer: Best and Final Offer shall consist of the Proposer's revised proposal and any supplemental information requested during the evaluation of Proposals. In the event of any conflict or inconsistency in the items submitted by the Proposer, the items submitted last govern.

Competitive Range: The Competitive Range consists of the Proposers that have a reasonable chance of selection for contract award. The Proposal Evaluators (PE) shall conduct the initial evaluation of the proposals considering price and Evaluation Factors established in the RFP. The Buyer and Project Manager/PE together shall compare the evaluations and determine the Competitive Range. The Competitive Range may be reduced after the evaluation of additional information, Best and Final Offers and negotiations.

Criteria, Evaluation Criteria or Evaluation Factors: The elements cited in the RFP that the County shall examine to determine the Proposers understanding of the requirements; technical, business and management approach; key personnel; qualification and experience of the Proposer; potential for successfully accomplishing the Contract; risk allocation and the probable cost to the County.

Proposal Evaluators (PE): Team of people appointed by the County to evaluate the proposals, conduct discussions, call for Best and Final Offers, score the proposals and make recommendations.

Proposer: Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting a proposal to perform the Work.

RFP: Request for Proposals. Also known as the solicitation document.

Reference Documents: Reports, Specifications, and drawings that are available to Proposers for information and reference in preparing proposals but not as part of this Contract.

1 SECTION PROPOSAL PREPARATION

1.1 Introduction

King County ("the County") is inviting Proposers to submit responses to Request for Proposal **RFP 06-031 MYP** for the purchase of **Thin Client Workstations and associated Hardware, Software and Support Services** and to conduct a **Pilot** of the technology selected through this RFP. It is the intent of the County to procure a solution that meets current needs and is capable of long-term growth and expansion, supported by a **Master Contract** for extended use across the County to purchase the component hardware, software and related support services for future use across the County.

The solution and master contract will be available for use across the County at a future time, but the scope of the pilot is only for the use of up to 100 Thin Client Workstations deployed across several diverse workgroups.

1.2 Proposal Submission

A. Proposals shall contain all required attachments and information, be sealed and submitted to the County (hereinafter "County"), Procurement and Contract Services Section, Mailstop EXC-FI-0871, Eighth Floor, Exchange Building, 821 Second Avenue, Seattle, Washington 98104-1598 no later than **Thursday, May 11, 2006 at 2:00p.m.** Seattle time on proposal submittal date.

B. Proposals shall only be accepted from a Contractor or a joint venture submitting a single proposal.

Note: This RFP is available on the Web at <http://www.metrokc.gov/procurement> and by choosing the "RFPs, RFQs, ITBs" menu tab, then click the "New" menu tab, then click on "goods & Services", and look for RFP 05-085. Persons who copy the document from the Internet shall submit the requested information to receive addenda.

1.3 Proposal Signature

Each proposal shall include a completed Proposal response form, the first page of this document, signed by an authorized representative of the Proposer.

1.4 Addenda

At any time, if the County changes, deletes, revises, clarifies, increases, or otherwise modifies the RFP, the County shall issue a written Addendum to the RFP.

In considering which firms to notify by Addendum, the County shall consider the stage in the procurement process at which the change occurs and the magnitude of the change, as follows:

- A. If proposals are not yet due, the Addendum shall be sent to all firms that have received the RFP or acknowledged receipt of the RFP from the web site. (See Part A, Subsection 1-2 for location of Addenda on King County Web.)
- B. If the time for receipt of proposals has passed, the Addendum shall be sent only to Proposers with proposals submitted on time to the County.
- C. If the proposals have been evaluated, only those proposals determined to be within the competitive range shall receive an Addendum.

- D. The County reserves the right to extend the proposal submission period or may cancel the original RFP and may issue a new one, regardless of the stage of the procurement process. The new solicitation shall be issued to all firms originally solicited and to any firms added to the Proposers list.

1.5 Interpretation of Proposal and Contract Documents

No oral interpretations as to the meaning of the RFP shall be made to any Proposer. Requests for a written interpretation shall be made in writing and delivered, faxed or e-mailed to the Buyer at the County's Procurement Services Division at the location indicated in Part A, Subsection 1-7 at least five (5) Days before the date established for submitting proposals.

Proposers shall not rely upon any oral statements or conversations with County employees at the preproposal conference. Any interpretation deemed necessary by the County shall be in the form of an addendum to the RFP and when issued shall be delivered as promptly as is practicable to all parties to whom the RFP has been issued. Addenda will be processed in accordance with Part A, Subsection 1-4.

1.6 Schedule

Day/Month/Year	<u>Event</u>
April 13, 2006.....	Public announcement of Request for Proposals
April 20, 2006.....	Preproposal questions due, in writing Part A, Subsection 1-8
April 28, 2006.....	Preproposal conference (time and location) Part A, Subsection 1-8
May 2, 2006.....	Letter of Intent (optional), Part A, Subsection 1-22
May 3, 2006.....	Last questions due, in writing
May 11, 2006	Proposals due Part A, Subsection 1-2
May 15, 2006.....	Evaluation/Negotiation of Proposals begins. Part A, Section 2.2
PROPOSALS NOT WITHIN THE COMPETITIVE RANGE SHALL BE ELIMINATED FROM THE SELECTION PROCESS.	
*June 12, 2006	Evaluation/negotiation complete
*June 26, 2006	Execute Contract and issue Notice to Proceed
*NOTE:	Dates preceded by an asterisk are estimated dates. Estimated dates are for information only.

1.7 Inquiries

Inquiries concerning the procurement process shall be directed to Michelle Poste at e-mail address: michelle.poste@metrokc.gov or at phone number (206) 263-4273 or FAX number (206) 684-1147 or in writing to the County's Procurement & Contract Services Section, Eighth floor, Exchange Building, Mailstop EXC-FI-0871, 821 Second Avenue, Seattle, WA 98104-1598.

COMMUNICATIONS CONCERNING THIS RFP, WITH OTHER THAN THE LISTED BUYER MAY CAUSE THE PROPOSER TO BE DISQUALIFIED.

1.8 Pre-proposal Conference

A non-mandatory preproposal conference shall be held at 9:00 a.m. on **Friday**, April 28, 2006 at King Street Center, Rainier Conference Room, 8th floor, 201 S. Jackson St., Seattle, WA 98104. All

prospective Proposers are strongly encouraged to attend. The intent of the preproposal conference is to assist the Proposers to more fully understand the requirements of this RFP. Proposers are encouraged to submit questions in advance to enable the County to prepare responses; these questions should be E-mailed to the Buyer before the close of business **April 20, 2006**. Questions will be encouraged during the preproposal conference also.

1.9 Examination of Proposal and Contract Documents

- A. The submission of a proposal shall constitute an acknowledgment upon which the County may rely that the Proposer has thoroughly examined and is familiar with the RFP, including any work site identified in the RFP, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods and services to be Provided hereunder.
- B. The failure or neglect of a Proposer to receive or examine such documents, work sites, statutes, regulations, ordinances or resolutions shall in no way relieve the Proposer from any obligations with respect to it's proposal or to any Contract awarded pursuant to this RFP. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFP, work sites, statutes, regulations, ordinances or resolutions.

1.10 Cost of Proposals

The County is not liable for any costs incurred by Proposers in the preparation, presentation, testing or negotiation of proposals submitted in response to this RFP.

1.11 Modification or Withdrawal of Proposals Prior to Proposal Due Date

At any time before the time and date set for submittal of proposals, a Proposer may request to withdraw or modify its proposal. Such a request shall be in writing signed by an authorized representative of Proposer as identified in the Proposal response form. All proposal modifications shall be made in writing, executed and submitted in the same form and manner as the original proposal.

1.12 Error and Administrative Corrections

The County shall not be responsible for any errors in proposals. Proposers shall only be allowed to alter proposals after the submittal deadline in response to requests for clarifications or Best and Final Offers by the County.

The County reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

1.13 Compliance with RFP Terms, Attachments and Addenda

- A. The County intends to award a Contract based on the terms, conditions, attachments and addenda contained in Part A and Part B of this RFP. Proposers shall submit proposals, which respond to the requirements of the RFP.
- B. Proposers are strongly advised to not take exceptions to the terms, conditions, attachments and addenda; exceptions may result in rejection of the proposal. Proposers shall submit proposals, which respond to the requirements of the RFP. An exception is not a response to a proposal requirement. **If an exception is taken, a 'Notice of Exception' shall be**

submitted with the proposal. The 'Notice of Exception' shall identify the specific point(s) of exception, an explanation and alternative. (For submittal information see PART A Subsection 1-15 following).

- C. The County may, at its sole discretion, determine that proposal with a "Notice of Exception" merits evaluation. However, the competitive score shall be reduced to reflect the importance of the exception in Part A and Part B. If there are no exceptions, the proposer will receive 100 points (refer to 2.6 Scoring Proposal).

PART B – CONTRACT

Prior to submitting a proposal, the proposer shall review PART B - Contract and submit a signed letter by their attorney or authorized legal representative stating they comply with all terms and conditions.

If there are exceptions taken to the terms and conditions in PART B – Contract the proposer's attorney or authorized legal representative shall sign an exception letter and include PART B as an attachment identifying the exceptions and proposed changes. All changes shall be tracked in PART B using the tracking changes feature in Microsoft Word.

- D. The County reserves the right to reject any proposal for any reason including, but not limited to, the following –
- Any proposal, which is: a) incomplete, b) obscure, c) irregular or d) lacking necessary detail and specificity;
 - Any proposal that has any a) qualification, b) limitation, c) exception or d) provision attached to the proposal;
 - Any proposal from Proposers who (in the sole judgment of the County) lack the a) qualifications or b) responsibility necessary to perform the Work;
 - Any proposal submitted by a Proposer which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
 - Any proposal, from Proposers who are not approved as being compliant with the requirements for equal employment opportunity; and
 - Any proposal for which a Proposer fails or neglects to complete and submit any qualifications information within the time specified by the County.
- E. The County may, at its sole discretion, determine that a proposal with a 'Notice of Exception' merits evaluation. A proposal with a 'Notice of Exception' not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Proposer if the County determines that the proposal continues to be advantageous to the County.
- F. In consideration for the County's review and evaluation of its proposal, the Proposer waives and releases any claims against the County arising from any rejection of any or all proposals, including any claim for costs incurred by Proposers in the preparation and presentation of proposals submitted in response to this RFP.
- G. Proposals shall address all requirements identified in this RFP. In addition, the County may consider proposal alternatives submitted by Proposers that Provide cost savings or enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the County's best interests. Proposal alternatives shall be clearly identified.

1.14 Proposal Content Requirements

- A. The proposal shall contain the following items and follow the exact sequence outlined below:
1. Optional – Executive Summary or Overview of Proposal – two pages maximum.
 2. Proposals shall respond to the RFP questions and Pricing Page listed in Part C Exhibit B and Exhibit C.
 3. Submit proposal in the below order of sequence with Attachments:
Cover sheet with Proposer's Signature
Part C, Exhibit A - Proposer's Response to RFP Questions and Price Proposal
- B. Submit ten (10) copies of the proposal and attachments. One original [marked ORIGINAL] shall be unbound to facilitate reproduction. In addition, Proposers are encouraged to e-mail a zipped copy of the proposal to the Buyer after the proposals have been opened.
- C. C.Proposers shall enclose with their proposal a CD of the proposal or an e-mail of a zipped copy after the proposal have been opened.

1.15 Forms Required before Contract Signing

- A. The following completed forms will be required from the selected contractor, prior to contract award, they are available at <http://metrokc.gov/procurement/forms/gs.aspx>
- [Attachment C](#) - Equal Benefit Worksheet and Declaration Form
http://www.metrokc.gov/procurement/documents/U_042_EB_Worksheet_Declaration.pdf
- [Attachment D](#) - Personnel Inventory Report – Complete, sign and submit.
http://www.metrokc.gov/procurement/documents/IBIS_Attachments/ATTACHMENTD_Personnel_Inventory.doc
- [Attachment E](#) - Affidavit and Certificate of Compliance Regarding Equal Employment Opportunity – Complete, sign and submit.
http://www.metrokc.gov/procurement/documents/IBIS_Attachments/ATTACHMENTE_CertificateOfCompliance.doc
- [Attachment F](#) - Statement of Compliance – Union or Employees Agency Statement
http://www.metrokc.gov/procurement/documents/U_025_Union_or_Employee_Referral_Agency.doc
- [Attachment H](#) - Buy America Certificate - Sign and submit with Proposal.
http://www.metrokc.gov/procurement/documents/IBIS_Attachments/ATTACHMENTH_BuyAmericaCertificate.doc
- [Attachment M](#) - Consultant Disclosure Form
http://www.metrokc.gov/procurement/documents/U_019_Consultant_Disclosure_Form.doc
- [Attachment N](#) - 504/ADA Assurance of Compliance – Complete and submit.
Attachment
http://www.metrokc.gov/procurement/documents/U_027_504_ADA_Compliance.doc
- B. Insurance and Endorsement Form
- C. (MSDS) Material Safety Data Sheets (see PART B, Subsection 2-23), if applicable.

1.16 Collusion

If the County determines that collusion has occurred among Proposers, none of the proposals from the participants in such collusion shall be considered. The County's determination shall be final.

1.17 Proposal Price and Effective Date

- A. The proposal price shall include everything necessary for the prosecution and completion of Work under the Contract including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be Provided otherwise in this RFP. Proposed Prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the proposal price. The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The County is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Proposal price.
- B. In the event of a discrepancy between the unit price and the extended amount for a proposal item, the County reserves the right to clarify the Proposal.
- C. The proposal shall remain in effect for 180 calendar days after the proposal due date.

1.18 Procedure When Only One Proposal Is Received

If the County receives a single responsive, responsible and advantageous proposal, the County shall have the right, in its sole discretion, to extend the proposal due date to conduct any or all of the following with the Proposer: price analysis, clarifications, discussions or negotiations. The Proposer shall promptly Provide all pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single proposal; the County reserves the right to reject such proposal or any portion thereof.

1.19 Protest Procedures

- A. Form of Protest: In order to be considered, a protest shall be in writing, addressed to the Manager of the King County Procurement and Contract Services Section of the Department of Executive Services, and include:
 - 1. The name, address, and phone number of the Proposer protesting, or the authorized representative of the Proposer;
 - 2. The proposal RFP Number and title under which the protest is submitted;
 - 3. A detailed description of the specific grounds for protest and any supporting documentation. It is the responsibility of the protesting Proposer to supplement its protest with any subsequently discovered documents prior to the Manager's decision; and
 - 4. The specific ruling or relief requested.
- B. Who May Protest:
 - 1. Protests prior to proposal due date based on Scope of Work or other terms in the RFP document -- any prospective Proposer.

2. Protests following Proposal due date -- any Proposer submitting a proposal on time.
- C. Time to Protest. Protests based on Scope of Work or other terms in the RFP document shall be received by the County no later than ten (10) Days prior to the date established for submittal of proposals. The County shall receive protests based on other circumstances within five (5) Days after the protesting Proposer knows or should have known of the facts and circumstances upon which the protest is based. In no event shall a protest be considered if all proposals are rejected or after award of the Contract.
- D. Determination of Protest. Upon receipt of a timely written protest, the Procurement Manager shall investigate the protest and shall respond in writing to the protest prior to the award of Contract. Except as provided below, the decision of the Procurement Manager shall be final.
- E. Reconsideration of Manager's Decision. A financially interested Proposer or Contractor may request that a Manager's adverse decision be reviewed by the Director of the King County Finance and Business Operations Division ("Director") on a reconsideration basis only. The only justifications for reconsideration are (1) new data, relevant to the underlying grounds for protest and unavailable at the time of the protest to the Manager; or (2) the Manager made an error of law or regulation. The following procedures shall be followed for a reconsideration of the Manager's decision:
1. Form of Request for Reconsideration. In order to be considered, a Request for Reconsideration shall be filed with the Director in writing and include:
 - a. Name, address, and telephone number of the Person protesting or their authorized representative;
 - b. A copy of the written decision of the Manager; and
 - c. Justification for a reconsideration by the Director, including all pertinent facts and law on which the Proposer is relying.
 2. Time for filing Request for Reconsideration. The financially interested Proposer shall file the Request for Reconsideration no later than five calendar Days of receiving the Procurement Manager's decision.
 3. Review of Manager's Decision. Upon receipt of a Request for Reconsideration, The Director or his/her designee shall review (1) the information submitted to and reviewed by the Manager and (2) the decision of the Manager, and shall thereafter issue a final determination regarding the Request for Reconsideration. No other information shall be reviewed unless the basis for the request for reconsideration is new data.
- F. Failure To Comply: Failure to comply with the procedures set forth herein may render a protest untimely or inadequate and may result in rejection thereof by the County.

1.20 Supported Employment Program

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your proposal. If you have questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-296-5268.

1.21 Compliance With Section 504 Of The Rehabilitation Act Of 1973

For all contracts providing consulting, maintenance, training or other services, the Proposer shall complete a Disability Self-Evaluation Questionnaire, Attachment N. The 504/ADA Disability Assurance of Compliance will cover all programs and services offered (including any services not subject to this Contract) for compliance with Section 504 of the Rehabilitation Act of 1973, as amended ("504"), and the Americans with Disabilities Act of 1990 ("ADA"). The Proposer shall complete a 504/ADA Disability Assurance of Compliance within ten (10) Days after receiving written notice of selection. The Proposer shall retain a copy of the completed 504/ADA and submit to the Buyer the original final two (2) signed pages titled "504/ADA Disability Assurance of Compliance", which will be attached to the Contract.

1.22 Letter of Intent

A Letter of Intent is due by **May 2, 2006** at County's Procurement and Contract Services Section, Eighth floor, Exchange Building, Mailstop EXC-FI-0871, 821 Second Avenue, Seattle, WA 98104-1598 or by e-mail to michelle.poste@metrokc.gov.

Prospective Proposers are strongly encouraged to submit a Letter of Intent. The letter can be delivered by Mail, Fax or e-mail to the Buyer. The Letter of Intent does not bind the prospective Proposer to submit a proposal nor does failure to submit a Letter of Intent preclude any prospective Proposer from submitting a proposal.

2 SECTION PROPOSAL EVALUATION AND CONTRACT AWARD

2.1 General

Proposals shall be evaluated and ranked by the Proposal Evaluators (PEs) on the basis of the criteria established in this RFP. The PEs shall evaluate the proposals submitted in response to the RFP, conduct fact finding, discussions/negotiations, request Best and Final Offers and determine which proposal is the most advantageous to the County for Contract award. The PE's recommendation is subject to review and approval.

2.2 Proposal Evaluation

- A. The PEs shall evaluate each proposal using the criteria set forth in this RFP. If deemed necessary by the PEs, written and/or oral discussions, site visits or any other type of clarification of proposal information may be conducted with those Proposers whose proposals are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFP, costs or prices, and suspected mistakes may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and suspected mistakes as requested by the PEs and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.
- B. The PEs may find that a Proposer appears fully qualified to perform the Contract or it may require additional information or actions from a Proposer. In the event the PE determines that the proposal is not within the Competitive Range the PE shall eliminate the proposal from further consideration.
- C. Upon completion of discussions, the PE may issue to all remaining potentially acceptable Proposers a request for Best and Final Offers. The request shall include notice that discussions are concluded, an invitation to submit a revised proposal with a Best and Final Offer, and a new submittal date and time.
- D. The County reserves the right to make a Contract award without written and/or oral discussions with the Proposers and without an opportunity to submit Best and Final Offers when deemed to be in the County's best interests.

2.3 King County Contracting Opportunities Program

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Economically Disadvantaged Businesses (SEDB) through the use of rating points in the award of King County competitively bid contracts for the acquisition of technical services. The program is open to all firms that are certified as an SEDB by King County's Business Development and Contract Compliance Office.

A "Small Economically Disadvantaged Business" (SEDB) means that a business and the person or persons who own and control it are in a financial condition, which puts the business at a substantial disadvantage in attempting to compete for public contracts. The relevant financial condition for eligibility under the Program is set at fifty percent (50%) of the Federal Small Business Administration (SBA) small business size standards using the North American Industrial Classification System (NAICS), and an Owners' Personal Net Worth less than \$750K dollars.

A "Certified Firm" means a business that has applied for participation in King County's Contracting Opportunities Program, and has been certified as an SEDB by the King County Business Development and Contract Compliance (BDCC) office. Information about becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by visiting the King County's Contracting Opportunities Program Website address: <http://www.metrokc.gov/exec/bred/bdcc/prog/kccontractopp.htm> or contacting the BDCC office at (206) 205-0711.

In the evaluation of proposals, one hundred twenty (120) points will be allotted for SEDB participation. King County will count only the participation of SEDBs that are certified by King County at the date and time of proposal submittal. After tabulation of the selection criteria points of all prime submitters, one hundred twenty (120) points shall be added to the score of all proposals that meet at least one of the two following sub-criterion:

- A. If the Prime submitter is a SEDB firm that anticipates performing work for the entire contract unassisted and includes the SEDB certification number on page one of this submittal.
- B. If the Prime submitter is not an SEDB but will use SEDBs for at least 5% of the total contract labor hours in the work to be performed in this contract, and who complete the following table and include it in their proposal submission:

SEDB Certification Number	Sub-Consultant Name	Contact Name / Phone	Work to be performed	Percentage of Total Hours

SEDB participation shall be counted only for SEDBs performing a commercially useful function according to custom and practice in the industry. A commercially useful function is defined as a specific scope of work for which the SEDB has the management and technical expertise to perform using its own workforce and resources.

2.4 Evaluation of Responsiveness and Responsibility

Part of the evaluation process involves a determination of responsiveness and responsibility. The County may request that the Proposer Provide additional information, explanation and Documentation to be used in the determination. The requests for information can occur at any point in the evaluation process. The additional information shall normally be in the following subject areas:

A. Responsiveness

The County shall consider all the material submitted by the Proposer to determine whether the Proposer's offering is in compliance with the terms and conditions set forth in this RFP.

B. Responsibility

1. The County shall consider all the material submitted by the Proposer, and other evidence it may obtain otherwise, to determine whether the Proposer is capable of and has a history of successfully completing contracts of this type. This may include requiring the Proposer to provide references from customers who have been provided the same or equivalent Goods or Services. References shall include the names and addresses of the parties to whom such goods or Services were provided and the name and phone number of contact Persons with such parties.
2. The following elements shall be given consideration by the County in determining whether a Proposer is responsible:
 - a. The ability, capacity and skill of the Proposer to perform the Contract or Provide the service required;
 - b. The character, integrity, reputation, judgment and efficiency of the Proposer;

- c. Whether the Proposer has the financial resources and experience to perform the Contract properly and within the times specified;
- d. The quality and timeliness of performance by the Proposer on previous contracts with the County and with other third parties, including, but, not limited to, the relative costs, burdens, time and effort necessarily expended by the County and such governments and agencies in securing satisfactory performance and resolving claims;
- e. The previous and existing compliance by the Proposer with laws relating to public contracts or Services, including, but not limited to, Disadvantaged Business Enterprise (DBE) and equal employment opportunity requirements;
- f. The history of the Proposer in filing claims and litigation on prior projects involving the County or third parties; and
- g. Such other information having a bearing on the decision to award the Contract.

3. Financial Resources

Submit proof of adequate financial resources which would be available to the Proposer for the prosecution and completion of the Work as required. Refusal to provide such information when requested shall cause the proposal to be rejected.

When requested, the required financial information shall include:

- a. Audited financial statements such as balance sheets, statements of income, statements of cash flow and stockholders' equity for each of the three most recently completed fiscal years, including notes to financial statements, independent accountants' reports and annual reports to stockholders;
- b. Documentation of an open line of credit or other arrangement with an established bank under which adequate financing would be available for prosecution and completion of the Work called for hereunder;
- c. Certification by the principal financial officer of or an independent accountant for the Proposer, stating that the Proposer has adequate financial resources for the prosecution and completion of the Work called for hereunder; and
- d. The names, addresses and telephone numbers of at least one contact in the company's principal financial or banking organization and its independent auditor.
- e. Acceptable evidence of its ability to perform, such as firm commitments by Subcontractors, equipment, supplies and facilities, and the Proposer's ability to obtain the necessary personnel.

2.5 Evaluation Criteria

- A. The PE shall score each proposal on the completeness and adequacy of the Proposer's responses and on additional available relevant information. The criteria, listed in PART A, Subsection 2.5 below are weighted in accordance with the points available in their category and are the basis for evaluation of proposals.
- B. Although all elements of a proposal are important, certain aspects of the proposal may be more heavily considered than others. The County is not required to select the proposal with the lowest cost. The County shall select the proposal(s) that, in the County's sole discretion, is/are the most advantageous to the County, all factors considered.
- C. The evaluation of proposals may also include criteria addressed elsewhere in the RFP.

2.6 Proposal Scoring

Each proposal has a total possible score of 1320 points with the points assigned as follows:

EVALUATION CRITERIA		
Proposal Questions	Evaluation Criteria	Points
Part B, Sections 1, 2, 3, 4	Agreement with Terms and Conditions with no exceptions, as follows: <ul style="list-style-type: none"> • Standard Contract Terms and Conditions • Specific Contractual Terms and Conditions • Insurance • FTA Requirements 	100
Part C, Sub-Sections 1.7 & Exhibit A	Technical Requirements: <ul style="list-style-type: none"> • Adequacy of installation plan • Compatibility of proposed solution with King County's Computing environment per Section 7.3 • Ability of proposed scope of work to meet King County's requirements • Consistency of "Look & Feel" with King County standards • Ability of proposed solution to lower the Total Cost of Ownership (TCO) for King County • Desktop environment management • Security • Track record and ability to validate quality, performance and reliability of proposed solution 	450
Part C, Sub-Sections 1.5, 1.6, 1.8, 1.9	Services and Management: <ul style="list-style-type: none"> • Does the Proposer have a history of successfully completing similar projects • Do the business references indicate the proposer is responsive to the customer, competent and qualified to do the work • Does the Proposer have the current and projected resources needed to accomplish the contract and provide future support • Experience of proposed staff on equivalent projects • Ability of proposed pilot plan to support the requirements of the County 	450
Part C, Sub-Sections 1.7 I, 7.8 I, 7.10, & Exhibit C	Financials/Pricing: <ul style="list-style-type: none"> • Price of hardware and software for proposed 100 unit pilot solution • TCO of proposed 100 unit pilot solution • Price of proposed hardware and software solution for master contract • Price of pilot consulting services • Price of pilot installation and integration • Price of on-going warranty and maintenance 	200
Part A, Sub-Section 2.3	Small Economically Disadvantage Business (SEDB) Incentive	120
	Total	1320

2.7 Proposal Questions

- A. Part C, Exhibit B contains the proposal questions to be addressed by Proposers. Proposals shall address the questions in the order presented identifying the proposal questions by number. Proposals need to be specific, detailed and straightforward using clear, concise, easily understood language.
- B. Proposers answering the proposal questions shall examine the entire Request for Proposal document including the instructions, terms and conditions, Scope of Work and applicable standards and regulations. Failure to do so shall be at the Proposers risk.

2.8 Competitive Range

The evaluation of Proposers' proposals and additional information may result in successive reductions of the number of proposals that remain in the Competitive Range. If applicable to the procurement, the firms remaining in the Competitive Range may be invited to continue in the proposal evaluation process, and negotiations.

2.9 Negotiations

The County may enter negotiations with one or more Proposers to finalize Contract terms and conditions. Negotiation of a Contract shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Contract. In the event negotiations are not successful, the County may reject proposals.

2.10 Contract Award

Contract award, if any, shall be made by the County to the responsible Proposer whose proposal best meets the requirements of the RFP, and is most advantageous to the County, taking into consideration price and the other established evaluation factors. The County is not required to award a Contract to the Proposer offering the lowest price. The County shall have no obligations until a Contract is signed between the Proposer and the County. The County reserves the right to award one or more contracts as it determines to be in its best interest.

2.11 Insurance Requirements

The Proposer to whom the County awards a Contract pursuant to this RFP shall file with the County evidence of insurance from insurer(s) satisfactory to the County certifying to the coverages of insurance set forth in this RFP. Such evidence of insurance shall be submitted within ten (10) Days of receipt of a written request from the County.

Failure by the Proposer to submit satisfactory evidence of insurance shall result in rejection of the proposal.


2.12 Public Disclosure of Proposals

This procurement is subject to the Washington Public Disclosure Act, RCW 42.17.250 *et seq.* Proposals submitted under this RFP shall be considered public documents unless the documents are exempt under the public disclosure laws. After the selection process has been concluded and a contract has been signed by both parties proposals shall be available for inspection and copying by the public

If a Proposer considers any portion of its proposal to be protected under the law, the Proposer shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the County determines that the material is not exempt from public disclosure law, the County shall notify the Proposer of the request and allow the Proposer fifteen (15) Days to take whatever action it deems necessary to protect its interests. If the Proposer does not take such action within said period, the County shall release the portions of the proposal deemed subject to disclosure. By submitting a proposal, the Proposer assents to the procedure outlined in this subsection and shall have no claim against the County on account of actions taken under such procedure.

PROPOSAL LABEL

Complete the form below (or reasonable facsimile) and affix to the exterior lower left hand corner of the submission envelope(s), box(es), etc.

U R G E N T – SEALED PROPOSAL ENCLOSED Do Not Delay – Deliver Immediately	
U R G E N T	<div> King County</div> <div>King County Procurement & Contract Services Section Exchange Building, 8th Floor 821 2nd Ave., EXC-FI-0862 Seattle, WA 98104-1598</div>
	Proposal Number: 06-031MYP
	Proposal Title: Thin Client Workstations & Associated Hardware, Software & Support Services
	Opening Date:
	Firm Name:
U R G E N T	